



## **VILLAGE OF KEY BISCAINE: SOCIAL MEDIA COMMITTEE INAUGURAL MEETING**

Wednesday, April 16, 2014 – 6:30 PM

Key Biscayne Community Center, Adult Lounge, 10 Village Green Way

Meeting was called to order at 6:37 PM by Theo Holloway, VKB Council Liaison. All Committee Members present: Matt Bramson, Carolyn Koslen, Karina Besprosvan, Paula Carreiro, and Monique Nuñez.

Others in attendance: Ana Colls (VKB Staff Liaison), Stephen J. Helfman (VKB Attorney), Henny Groschel-Becker (VKB Web Manager and Green Initiative Coordinator), Jennifer Duque (Village Chief of Staff/Deputy Clerk), Todd Hofferberth (VKB Parks & Recreation Director), Tatiana Pardo de Zela (resident and developer of KB Involved mobile app), Vera Chatz (resident and contributor to Islander News)

Stephen Helfman advised the SMC that the first order of business should be to elect a Committee Chairperson. Paula Carreiro nominated herself and all of the Committee members voted to approve her nomination.

Stephen J. Helfman (VKB Attorney) presented information about the Florida Sunshine Law, Miami-Dade County Citizens Bill of Rights, and Florida Public Records Law. As a Village committee, all committee members are subject to these laws. Mr. Helfman suggested that the SMC receive a copy of the Village Ordinance that established the SMC to better understand the Council's expectations and goals for the SMC. (It was later confirmed that an Ordinance was not created for the SMC). Mr. Helfman stressed that because the SMC is subject to Sunshine Law, the SMC must always meet as a group in a public place, post a notice at least 24 hours prior to the meeting, and have minutes of the proceeding that are available to the public. He also stressed that every piece of information (whether hard or electronic copy) becomes a public document when received by a SMC member. He recommended that SMC members send any and all documents they receive to the Village Clerk for the official archives. Mr. Helfman reviewed ethics law and the First Amendment as it applies to the SMC. Paula Carreiro asked about the limitations and liabilities of the Village communicating electronically with the public.

Henny Groschel-Becker (VKB Web Manager and Green Initiative Coordinator) reviewed existing VKB media/communications channels. Matt Bramson said the Village should focus on improving number of Twitter followers.

Theo Holloway discussed his intent for bringing the issue of social media to the VKB Council. He hopes the SMC can develop tangible recommendations and identify challenges and opportunities for the Village. He said the SMC role will over time move from advisory to implementation. He asked that for the next SMC meeting, SMC members look at best practices from other local governments. Matt Bramson discussed opportunities regarding more "real time" information, surveying the community and creating an opportunity for involvement. Karina Besprosvan discussed the need to look at the big picture and specific goals.

The SMC set the next meeting date: Wednesday, May 7<sup>th</sup> at 6:30 PM in the KBCC Adult Lounge.

Meeting adjourned at 8:19 PM.